

DELAWARE MANUFACTURED HOME RELOCATION AUTHORITY

Farmington Room
Delaware Department of Transportation Offices
800 Bay Road, Dover, Delaware

Minutes of January 19, 2005

IN ATTENDANCE:

Authority: Stevan D. Class (Chairman)
 Caron Thompson (Hudson Companies)
 William Reed (DMHOA)
 Ed Speraw (DMHOA)
 Ken Fuchs (Barclay Farms)
 Jerry Heisler (Reybold Group)

Attendees: Ruth Briggs King (Exec. Dir., First State Manufactured Housing Assoc.)
 Dane Listug-Lunde (McBride Shopa)
 David Sullivan (Division of Revenue)

Legal Counsel: William A. Denman, Esquire

I. CALL TO ORDER:

Chairman Class called the meeting to order at 1:10 p.m.

II. REVIEW AND APPROVAL OF MINUTES OF LAST MEETING:

Chairman Class presented the minutes of the December 15, 2004 meeting for comments and corrections. Ms. Thompson corrected the minutes to reflect the correct spelling of her first name as "Caron". Mr. Speraw made a motion to accept the minutes as proposed and amended. Ms. Thompson seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

III. OLD BUSINESS:

A. REVIEW OF FINDINGS AND RECOMMENDATIONS OF HEARING EXAMINER REGARDING PROPOSED REGULATIONS

Mr. Denman advised the Authority that the amounts of the maximum relocation payments need to be set and put into the form of an Order. The consensus of a quorum (five members) would be required. If any substantive changes were

made to the Regulations, re-publication of the proposed Regulations would be required, another public comment session would be required, and then a final set of Regulations could be passed.

Mr. Reed made a motion to set the maximum relocation payments at \$5,000.00 for single-section homes and \$10,000.00 for multi-section homes. Mr. Speraw seconded the motion. Voting in favor of the motion were: Mr. Reed, Mr. Speraw and Mr. Fuchs. Voting in opposition to the motion were: Chairman Class, Mr. Heisler and Ms. Thompson. The motion was not carried as the votes were tied.

B. ACTUARY COMMITTEE REPORT

Committee Chairman Bill Reed reported that the Actuary Committee has not had a chance to meet since the last Authority meeting. Michael A. Arnold, Associate Professor, Department of Economics, University of Delaware, was in attendance and presented his proposal to the Authority.

Mr. Heisler will contact the actuarial company contracted by the State of Delaware Insurance Office to set up a meeting with the Actuary Committee.

Mr. Reed made a motion that David Sullivan, Division of Revenue, prepare a letter from the Authority Chairman to the landowners including a survey to determine the numbers of single-section and multi-section homes in each park. The letter would enclose the coupons for the 2005 assessments, include the amounts and dates of assessments due, and would advise that any questions be directed to the First State Manufactured Housing Authority. Further, that Chairman Class review and approve the letter without a vote from the Authority. Mr. Speraw seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

IV. NEW BUSINESS:

A. APPLICATIONS FOR BENEFITS

Mr. Denman presented the following pending applications:

Gregory – Mr. Reed made a motion to approve Mr. and Mrs. Gregory's application for relocation benefits in the amount of \$8,000.00. Mr. Speraw seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

Boyette - Ms. Thompson made a motion to approve Mr. Boyette's application for relocation benefits in the amount of \$7,830.00 pending the receipt of invoices totaling \$900.00 evidencing payment of permits and skirting. Reimbursement is contingent upon receipt of written authorization from the homeowner to the

Authority that the check is to be made payable to both the tenant and to their new landowner, Investors Realty. Mr. Speraw seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

Hassan - Mr. Reed made a motion to approve Mr. and Mrs. Hassan's application for relocation benefits in the amount of \$8,000.00 pending verification of payments to all vendors. Reimbursement is contingent upon receipt of written authorization from the homeowner to the Authority that the check is to be made payable to both the tenant and to their new landowner, Investors Realty. Mr. Fuchs seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

Carrothers – Ms. Thompson made a motion to approve Mr. Carrothers' application for relocation benefits in the amount of \$3,096.15 pending verification of payments to all vendors. Reimbursement is contingent upon receipt of written authorization from the homeowner to the Authority that the check is to be made payable to both the tenant and to their new landowner, Investors Realty. In addition, reimbursement of the estimated future costs of having the air conditioning unit reconnected, in the amount of \$300.00, can be applied for at a later date pending proof of payment. Mr. Reed seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

Hickey – Mr. Reed made a motion to approve Mr. and Mrs. Hickey's application for relocation benefits in the amount of \$8,000.00. Mr. Fuchs seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

Hopkins - Mr. Reed made a motion to approve Ms. Hopkins' application for relocation benefits in the amount of \$5,865.00. Mr. Fuchs seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

Chapman – Ms. Thompson made a motion to table the Chapman application until additional information is received by the Authority regarding ownership of the home. Mr. Speraw seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

B. FINANCIAL REPORT

Dane Listug-Lunde distributed a Financial Summary, which was reviewed by the Authority. Mr. Reed made a motion to transfer \$17,000.00 from the Trust Fund to the Operating Fund for the purpose of paying bills. Mr. Fuchs seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

V. CHAIRMAN'S COMMENTS

Chairman Class would like the Actuary Committee to have all candidates and proposals presented for vote at the March, 2005 meeting.

Chairman Class would like the Authority to hire a part-time administrative staff member as soon as possible.

Chairman Class set the next Authority meeting to be held on Tuesday, February 8, 2005 at 1:00 p.m. at the Tatnall Building.

VI. ADJOURNMENT:

As there was no further business before the Board, a motion for adjournment was made by Ms. Thompson and seconded by Mr. Fuchs. After unanimous approval was given from the members present by voice vote, the motion was carried.

Respectfully submitted by:
Nancy C. Smith, Paralegal
Parkowski, Guerke & Swayze, P.A.